

SECRET

25X1A

17 September 1963

MEMORANDUM FOR: AD/CI ATTN:
AD/RR
AD/SI
AD/CR
AD/OEL
DD/SMT

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SUBJECT : Gray Phones Security During Office Moves

1. We are required to make certain that no gray phones are left in an operable condition in unoccupied rooms.

2. Will you therefore in each case as soon as you have a day set by Logistics for moving people out of a room notify [REDACTED] Red xl048, and also notify him of any change in the reported date. NSA requires 24-48 hours notice for disconnecting service.

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3. [REDACTED] also is the proper channel, and not Telephone Section or Office of Logistics, through which to request gray-phone service for incoming occupants of a room; your requirements should go to him by memo at the same time as you forward requirements for black and red service to Office of Logistics.

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[REDACTED]
Chief, DDI Security Staff

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*Re para 3:
This will be
handled. Have
Admin. Staff DDI
WJ*

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GROUP 1
Excluded from automatic
downgrading and
declassification